

SOURCES OF INFORMATION

Interpol

APPROVAL/TRANSMITTAL

This section has been revised to comply with Executive Order 12861, dated September 11, 1993. This supersedes IG-1468, dated March 1993. Remove and destroy previous editions.

ROGER C. VIADERO
Inspector General

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A. BACKGROUND: Interpol is a consortium of countries set up to facilitate police matters that cut across international jurisdictions. Interpol headquarters is located in France. Each member country operates a National Central Bureau (NCB) as the point of contact for Interpol matters. In the United States, the NCB/Interpol-Washington (USNCB) is staffed by a permanent Justice Department (DOJ) cadre and personnel detailed from other law enforcement agencies, including OIG. The USNCB coordinates requests for information between foreign police organizations and United States law enforcement agencies regarding persons, vehicles, and goods involved in criminal matters. Criminal matters handled by Interpol range from record checks to full investigations leading to arrest and extradition of wanted subjects. Interpol also handles humanitarian requests consisting of tracing missing persons, notifying next of kin of serious illness or death, and other related matters.

B. POLICY: Requests for Interpol assistance shall be made when a need exists during an OIG investigation for the assistance of foreign police officials. Requests from Interpol for criminal or humanitarian assistance shall be handled by SA's as directed by OIG management officials. Decisions as to whether foreign assistance should be sought through Interpol or the DOJ Office of International Affairs will be made on a case-by-case basis, and will depend on the significance of the issues, the investigative work to be performed, the assistance available from foreign law enforcement officials, and the country involved. In making these decisions, guidance shall be obtained from the USDA Representative, the D/HIPOD, and the AIG/I.

C. PROCEDURES

1. AIG/I - Assign an SA to Interpol to act as the USDA Representative.

Distribution: C

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2. USDA Representative - Receive all OIG requests for Interpol assistance and forward them to the concerned member's NCB. Transmit NCB responses to the D/HIPOD or to the concerned RIG/I. Maintain a log reflecting the source, type, and date of each request to or from Interpol and the related responses.

Report to the D/HIPOD all significant information derived from Interpol sources pertaining to national or international agricultural program matters, and forward requests from Interpol for USDA assistance to the D/HIPOD.

3. RIG/I - Approve and forward requests for Interpol assistance initiated by SA's to the USDA Representative. Most requests should be transmitted by memorandum using the format in exhibit A. Urgent requests should be telephoned to the USDA Representative at 202-616-9000, and followed up with a memorandum of conversation.

4. D/HIPOD - Along with general oversight of the USDA Representative, review requests from Interpol for USDA assistance, evaluate them for need and urgency, and then assign the requests to HIPOD special agents or forward the requests to the concerned RIG/I for action. Confer with the AIG/I to determine the appropriate distribution for reports and related documents.

5. SA - When Interpol assistance is needed, prepare a memorandum (exhibit A) and forward it to the RIG/I. The nature of the assistance needed should be clearly identified, e.g., criminal record check, location of subject, foreign address, certified or exemplified copies of documents, or copies of fingerprints or photographs, etc. Enough information (full name, date and place of birth, address, description, and general nature of complaint) should be included in the request to facilitate the assistance of foreign police authorities.

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Sample Format - Interpol Request Memorandum

(OIG Letterhead)

DATE: December 15, 1992

REPLY TO
ATTN OF: 1460

SUBJECT: Request for Interpol Assistance

TO: USDA Representative
U.S. Department of Justice
Interpol - Washington National Central Bureau
600 E. Street, NW. Suite 600
Washington, D.C. 20530

This request pertains to a criminal investigation involving the smuggling of exotic birds across the California-Mexico border. Investigation has disclosed that the smuggling ring may be headed by (subject name, street address) San Jose, Costa Rica. Please conduct appropriate inquiries to obtain background information on (subject name) and to establish the connection, if any, with a Costa Rican-based firm known as (company name).

Identification data:

o Name:	_____	o Citizenship	_____
o DOB :	_____	o Passport No.	_____
o POB :	_____	o Height	_____
o AKA :	_____	o Weight	_____
o Race	_____	o Hair Color	_____

JOHN J. JONES
Regional Inspector General
for Investigations